

ABERFOYLE
SCHOOL
COUNCIL
BY-LAWS

ADOPTED APRIL 16, 2002
REVISED MAY 1, 2004
REVISED OCTOBER 11, 2005
REVISED SEPTEMBER 17, 2010

MISSION STATEMENT

“Our aim is to promote the involvement of caregivers in the education of our children. The School Council intends to provide the support needed to achieve these ends by fostering a strong base for open communication between students, staff, caregivers and the community of Aberfoyle Public School.”

The name of the Council shall be **Aberfoyle School Council**, also called Council.

The Council shall operate in accordance with the **Ontario Regulation 612-00 - School Councils**, and **Upper Grand District School Board Policy # 201 - School Councils**, and under the auspices of these by-laws.

The Council is a non-profit organization and shall operate without financial gain for itself or its members.

PURPOSE

The purpose of school council is to work co-operatively with the school administration, teaching staff, and parent community to improve student learning.

The purpose of the school council is to improve pupil achievement and to enhance the accountability of the education system to parents through the active participation of parents.

The Council will organize parent/community volunteer activities in support of the school and promote a safe, enjoyable learning environment for our students,

The Council will work together to improve the financial resources of our school to support the Ontario Curriculum.

BY-LAW REVIEW AND AMENDMENTS

These by-laws will be provided to Council members at the first meeting of the school year.

These by-laws may be amended by a majority (2/3) vote of the Council. Any proposed amendments have been circulated in writing to Council members not less than fourteen (14) days prior to the meeting.

COMPOSITION OF COUNCIL

School Council shall be composed of the following people.

- 1) The number of Parent Members as specified under Parent Members
- 2) The principal or vice-principal
- 3) One teacher who is employed at the school, other than the principal or vice-principal ("Teacher Representative) with a maximum of 2 years in a row.
- 4) One person who is employed at the school, other than the principal, the vice-principal or any other teacher ("Non-teaching Staff")
- 5) One Grade 8 student may be appointed by principal.
- 6) One Community member who doesn't have a student in the school, but lives in the catchment area. (Community Member)

MEMBERSHIP

Membership in School Council shall be open to any parent/guardian of a pupil registered in the school.

There are two (3) types of membership.

- 1) **Executive** Member- all members have the right to hold office
- If a decision cannot be reached by consensus, the membership will determine the outcome by holding a vote (Majority 50% + 1) of registered members.
(The executive consists of the following: Chair, Vice Chair, Secretary, Treasurer)
- 2) **Parent** Member- all parent members are welcome to attend meetings and have the right to share their ideas and discussion (Registered Parent Members consist of those that make up the remaining provincially allocated members of Parent Council and have voting rights as long as they meet the minimum attendance criteria.
- if a decision cannot be reached by consensus, the membership will determine the outcome by holding a vote (Majority 50% + 1)
- 3) **General** Parent Member - all parent members are welcome to attend meetings and have the right to share their ideas and discussion however to avoid sweeping directional changes that may not be in the best interest of Ministry Guidelines, Board Policy or Administration, general parent members are only able to provide input and feedback to the registered council but will not be able to vote officially if required.
- if a decision cannot be reached by consensus, the membership will determine the outcome by holding a vote (Majority 50% + 1) if they meet the attendance criteria.

All members are required to serve on committees and participate in School Council activities.

PARENT MEMBERS

A person is qualified to be a parent member if he/she is a parent of a student enrolled in the school. If a person is an employee of the school he/she is not qualified to be a parent member. If a person is not an employee of the school, but of the board that established the council, he/she must inform parents (voters) of that employment.

The number of voting parent members will not be less than eight (8) or more than fifteen (15), and if possible must form the majority of members of the School Council.

ELECTION PROCEDURES for PARENT MEMBERS

A person is qualified to vote in an election of parent members to school council if he/she is a parent of a student enrolled in the school.

An election of parent members to school council shall be held during the last forty-five (45) days of each school year, on a date that is set by the chair or co-chairs of the school council after consulting with the principal of the school.

The principal of the school shall, at least fourteen (14) days prior to the date set for election, give written notice of the date, time and location of the election to every parent of a student, on the date the notice is given, is enrolled in the school. This notice can be delivered to the parent by way of their child, and posted in the school in a location that is accessible to parents.

The election of parent members shall be by secret ballot if required.

ELECTION PROCEDURES FOR ALL OTHER MEMBERS OF COUNCIL

The election of all other members of council shall be held during the last 30 days of each school year.

The Principal shall hold an election at the last Staff meeting of the year to determine the teacher representative. A person is qualified to vote in an election for the teacher representative if he or she is a teacher, other than the principal or vice-principal, who is employed at the school.

The Principal shall solicit and hold if necessary an election at the last Staff meeting of the year to determine the "Non Staff" member, otherwise the Principal or Vice Principal may appoint such a representative. If there is a need for an election, a person is qualified to vote in an election for the non-teaching staff person if he or she is a person, other than the principal or vice-principal or any other teacher who is employed at the school.

MEETINGS AND QUORUM

A quorum of Council shall be eight (8) members of Council with a majority of parent members present. Meetings cannot be held unless a quorum is present, including at least one member of the Executive. There shall be no less than eight (8) meetings during the school year.

(Quorum - fixed number of members that must be present to make proceedings of assembly, or society, or board valid. Webster’s Dictionary)

SUB-COMMITTEES

The following sub-committees will be formed annually:

- Executive Committee
- Events/School Programs Committee
- Educational Initiatives Committee
- General Fundraising Committee

SUB-Committees must be headed by a parent member of Council.
Participation on sub-committees is not restricted to members of the Council.

Sub-Committee Definitions

Events/ School Programs	Educational Initiatives	General Fundraising
<ul style="list-style-type: none"> •Fall BBQ •Read A Ton •Spirit Wear •Movie Night •Donation Campaign 	<ul style="list-style-type: none"> •Curriculum Delivery •School Environment •Parental Involvement •Scientist in the School 	<ul style="list-style-type: none"> •Foundation Fundraising •Community Fundraising •Communication Campaign

CODE OF ETHICS

- A member shall consider the best interests of all students.
- A member shall be guided by the school's and the school board's mission statements.
- A member shall act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- A member shall become familiar with the school's policies and operating practices and act in accordance with them.
- A member shall maintain the highest standards of integrity.
- A member shall recognize and respect the personal integrity of each member of the school community.
- A member shall treat other members with respect and allow diverse opinions to be shared without interruption.
- A member shall encourage a positive environment in which individual contributions are encouraged and valued.
- A member shall acknowledge democratic principles and accept the consensus of the council.
- A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- A member shall not disclose confidential information.
- A member shall limit discussions at school council meetings to matters of concern to the school community as a whole.
- A member shall use established communication channels when questions or concerns arise.
- A member shall promote high standards of ethical practice within the school community.

- A member shall declare any conflict of interest.
- A member shall not accept any payment or benefit financially through school council involvement.

Code of Ethics was adapted from - School Councils: a Guide For Members, 2001 .

ELECTION PROCEDURES for the Executive

The elected/appointed Executive members shall serve a term of a minimum one year, starting the first meeting of one school year until the first meeting of the following school year.

The Executive members shall be selected each year at the final meeting in June. Each term is one (1) year in length but number of terms served is unlimited.

The Nominating Committee shall consist of two (2) members of the current executive and the principal. They shall solicit the intentions of all current executive members. They shall indicate in writing to the entire school community that elections are being held and that parents are welcome to volunteer or be nominated to fill positions. They (committee) shall prepare a single slate of names for the annual meeting.

The Nominating Committee shall be formed one (1) month prior to the Annual Meeting in June.

If vacancies are not filled by the beginning of the next school year, they (committee) shall indicate in writing to the entire school community that there are vacancies and that parents are welcome to volunteer or can be nominated to fill positions. If more than one (1) responds, the current Chair as elected at the June meeting and School principal will identify and inform the school of the selected individual. If an executive position is vacated during the one year term, the Chair in their discretion may appoint another member to fill the post, until the end of the school year and June Annual meeting.

Parents/guardians may be acclaimed to a position on School Council.

FILLING VACANCIES

Should an elected parent/guardian council position become vacant before the next election, the Chair and School Principal shall fill the vacancy by appointment from the non-elected candidates from the previous election.

If none of the previous candidates remains interested in filling the vacancy, the Council may request that interested parents/guardians from the school community submit their names for consideration. The Chair and School Principal shall then appoint one of those who indicate an interest.

When a vacant position on council is filled, the new member's term shall expire at the time of the next election.

The school community will be informed that the vacancy has been filled and by whom.

CONFLICT OF INTEREST

Each School Council member shall avoid situations that could result in an inconsistency between the overall goals and vision of the school council and a personal or vested interest, that arise in connection with his/her duties as a school council member. Should an issue or agenda item arise during a council meeting where a council member is in a conflict of interest situation, he/she shall declare conflict of interest immediately and decline from the discussion and resolution.

CONFLICT RESOLUTION

The Council supports the consensus model for reaching important decisions.

Every school council member will be given an opportunity to express his/her concern or opinion about the issue at dispute and how the dispute has affected him/her.

Speakers to an issue will maintain a calm and respectful tone at all times. Speakers will be allowed to speak without interruption.

The Chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised and to set out the joint interests of all members.

If no common ground can be identified, the Chair will seek to clarify preferences among all registered members before proceeding further. A vote could be called at this point.

If all attempts at resolving the conflict have been exhausted without success, the Chair shall request the intervention of a superintendent or other senior administrator to facilitate a resolution to the conflict.

EXECUTIVE POSITIONS

All Executive Members shall serve on School Council and provide input and a voice in school happenings and concerns of themselves and others. (regularly attend meetings)

All Executive Members shall recognize that he/she may serve on any committees established by the school council.

All Executive Members must observe the Council's Code of ethics and established By-laws.

All Executive members shall contribute to the discussions of the school council.

Executive Committee

Chair – (Must be a parent member of school council)

** an individual must serve on council at least one year prior to holding the position of Chair*

- Prepare agenda in consultation with Principal and Council members
- Chair School Council Meetings
- Lead and assist Subcommittee Chairs with projects and documentation
- Consult Weekly with Principal
- Oversee & Lead Council Initiatives and activities
- Responsible for volunteer recruitment and parent/guardian communication
- Responsible to complete all annual reports, community requests and board documentation
- Responsible for overseeing executive and ultimately responsible to assume roles that are not filled on the executive.
- attend and participate in information and training programs and consult with board staff and trustees as required
- Responsible to lead the General Fundraising Sub-Committee if a parent member is not available

Vice-Chair – (Must be a parent member of school council)

- Assumes duties of the Chair in his/her absence
- Responsible to lead the Educational Sub-Committee if a parent member is not available
- Assist Chair in executing responsibilities

Secretary – (Any member of council)

- Collaborate with Chair and Sub Committee Chairs to prepare Monthly information for the Aberfoyle Newsletter – Responsible for execution of the Newsletter Copy
- Record minutes at the school council meetings and distribute to council members
- Assist with Documentation Development (Parent / Guardian) Communication
- Responsible for development and execution of all Council Correspondence
- Place master copy of all meeting documents in School Council binder
- Arrange for an executive member to record minutes in his/her absence at a meeting
- Responsible for Web Communication & Updates

Treasurer – (Any member of council)

- Prepare a Preliminary Budget with executive and Administration for the second council meeting
- Responsible for providing “Revenue” project results to Council and Secretary
- Responsible for monthly presentations outlining spend and revenue forecasting for committee.
- collect, count and deposit all money made through fundraising
- pay all bills/invoices and balance bank statement
- prepare annual report for principal, school community and the board
- signing officers shall be any two of the following three: treasurer, chair or principal

General Committee

Sub-Committee Coordinators – (Any member of council)

Events & Programs – Coordinator

- Lead a group of Volunteers
- Coordinate Monthly Meetings (At existing Parent Council Meetings)
- Ensure Execution of Activities
- Work with Chair and Administration
- Determine Meeting Objectives
- Lead execution of objectives and tasks
- Attend Once a Month special meetings of Sub-Committee Chairs with Coordinators if required (open to all members)

Educational Initiatives - Coordinator

- Lead a group of Volunteers
- Coordinate Monthly Meetings (At existing Parent Council Meetings)
- Ensure Execution of Activities
- Work with Chair and Administration
- Determine Meeting Objectives
- Lead execution of objectives and tasks
- Attend Once a Month special meetings of Sub-Committee Chairs with Coordinators if required (open to all members)

General Fundraising - Coordinator

- Lead a group of Volunteers
- Coordinate Monthly Meetings (At existing Parent Council Meetings)
- Ensure Execution of Activities
- Work with Chair and Administration
- Determine Meeting Objectives
- Lead execution of objectives and tasks
- Attend Once a Month special meetings of Sub-Committee Chairs with Coordinators if required (open to all members)

Parent Member – Maximum of 8 Members

- Required to attend a minimum of 6 meetings
- Eligible to vote if consensus cannot be reached
- Required to join a Sub Committee
- Volunteer time
- Participate in Council Meetings

General Parent Member – Unlimited Members

- Participate in Council Meetings
- Volunteer Time

Community Representative

Shall:

- be the liaison between school and corporate, private, and commercial enterprises
- promote communication between schools in community
- promote, endorse, and enhance school profile in the community
- support communication to teachers, parents, and other council members

Teacher Representative

Shall:

- be selected by members of the teaching staff as their representative
- be liaison between teaching staff and school council to voice concerns and ideas as well as feedback
- provide input and advise school council through a teacher's perspective and encourage open communication

Non-Teaching Representative

Shall:

- serve on school council and be a voice for non-teaching staff
- be a liaison between school council and non-teaching staff
- give input to school council

Grade 8 Student Representative

Shall:

- be selected by the Principal or Vice Principal as their representative
- be liaison between students and school council to voice concerns and ideas as well as feedback
- provide input and advise school council through a student's perspective and encourage open communication

Principal / Vice Principal

Shall:

- Ensure that the Teacher Representative, Non Teaching Representative and Grade 8 Student Representative positions are filled at the last meeting in June for the following school year and communicated to the Chair.
- be present at all school council meetings
- if principal is not able to attend, he/she must arrange for the vice-principal to be present
- provide guidance to school council on issues to be decided
- provide input and advise school council through an administrative perspective
- act as a resource to the council on laws, regulations, and board policies
- work with school council to improve learning potential and environment for students and support for teaching staff
- maintain regular communication with the Chair of school council through scheduled monthly meetings
- provide opportunities and channels for the Chair to speak with Staff and Parents through communication vehicles already used by the school and community
- consider each recommendation made by school council and provide feedback to council about action taken
- solicit the views of the school council on any matter when he/she deems appropriate
- solicit views on matters pertaining to the establishment/amendment of school policies and guidelines relating to student achievement, accountability of the education system to parents and the communication of those plans to the public

The principal/vice-principal shall be a designated, non-voting member of school council.

Financial Policy

No amount exceeding the limit of twenty-five dollars (\$25) shall be spent without the prior consent of the executive or a combination of the Principal and Treasurer, and any expenditure should be discussed at a meeting of the school council.